

NOTICES OF SUBSTANTIVE POLICY STATEMENTS

The Administrative Procedure Act requires the publication of substantive policy statements issued by agencies (A.R.S. § 41-1013(B)(14)). Substantive policy statements are written expressions which inform the general public of an agency's current approach to rule or regulation practice. Substantive policy statements are advisory only. A substantive policy statement does not include internal procedural documents that only affect the internal procedures of the agency and does not impose additional requirements or penalties on regulated parties or include confidential information or rules made in accordance with the Arizona Administrative Procedure Act. If you believe that a substantive policy statement does impose additional requirements or penalties on regulated parties you may petition the agency under A.R.S. § 41-1033 for a review of the statement.

NOTICE OF SUBSTANTIVE POLICY STATEMENT

STATE LAND DEPARTMENT

[M11-144]

1. Subject of the substantive policy statement and the substantive policy statement number by which the policy statement is referenced:

Fees; Copy of Documents; Maps; Processing Costs and Returned Checks – State Land Department Policy No. P86-1

2. Date the substantive policy statement was issued and the effective date of the policy statement if difference from the issuance date:

Issued: March 18, 1986

Amended: April 22, 2011

3. Summary of the contents of the substantive policy statement:

This policy statement informs the general public of fees charged for various types of copies of documents and other records of the Department. The fees are either discretionary or statutory.

4. A statement as to whether the substantive policy statement is a new statement or a revision:

This statement is a revised substantive policy statement.

5. The name and address of the person to whom questions and comments about the substantive policy statement may be directed:

Name: Rozanna Sedillo, Director
Land Information, Title & Transfer Division

Address: Arizona State Land Department
1616 W. Adams St.
Phoenix, AZ 85007

Telephone: (602) 542-4602

Fax: (602) 542-2508

E-mail: rsedillo@land.az.gov

6. Information about where a person may obtain a copy of the substantive policy statement and the costs for obtaining the policy statement:

Arizona State Land Department
Public Records, First floor
1616 W. Adams St.
Phoenix, AZ 85007

Telephone: (602) 542-4631

Cost for Obtaining Copy of Policy Memo:

Copies made by public.....\$0.25 page

Copies made by staff.....\$0.50 page